RESPONSIBLE USE OF TECHNOLOGY

Purpose

The purpose of technology in Seven Oaks is to support learning. Technology and communication literacy is a fundamental 21st century skill set for today's students. The use of technology and communication resources has become an integral part of teaching and learning in all curricula. The Seven Oaks community of learners will be assisted by technology to solve problems, communicate information, improve their personal performance, develop the ability to collaborate and gain the critical and abstract thinking skills necessary to become self-directed, learners and contributing members of their communities. The Division is also committed to ensuring that interactions within this learning environment contribute positively to school climate as well as the community outside the school.

Digital Citizenship

The purpose of this policy and its related regulation is to establish guidelines and responsibilities outlining all staff and student use of School Division computers, devices, and networks and facilities owned or leased and operated by the Division. This policy and regulation also applies to personal devices used to access the Division network and related resources.

To achieve this, all students (and therefore staff) will:

- Use technology to structure inquiries; solve problems; and gather, synthesize, organize, compose, validate and communicate information.

- Manage technology by making creative, productive and efficient technology choices for the task at hand.

- Understand technology and reflect upon the impact and ethical use, synthesizing new insights and making well-considered decisions as technologies evolve.

The efforts of the school division and its staff will be directed by the following assumptions:

- That technology will be integrated into and become one of the means to accomplish the goals of all curricula.

- That integration of technology be founded on current instructional philosophies and pedagogical practices.

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- That broad and equitable access be the goal.

- That shared responsibility with and use by the community be part of all planning.

- That professional development supports be made available to divisional staff.

- That school-level implementation plans be developed to address the local context.

- Users will adhere to cellphone guidelines, as follows:

    - **Kindergarten – Grade 8**: Students will not be permitted to use or access cellphones during the school day, including breaks and lunch. All students are required to leave their cellphones at home, in their bag, or locker during the school day.
    - **Grade 9 -12**: Access and use of cellphones will not be permitted during class time. Use of cellphones is permitted during breaks/lunch as well as for educational purposes when directed by classroom teachers.
    - **Kindergarten – Grade 12** Students with specific educational or medical needs outlined in Student Specific Plans will have access to cellphones as necessary.
    - **Staff** may use cell phones for instructional purposes or as directed by administration to support the overall operation of the school. Personal cell phone use is limited to breaks and lunch periods. Staff with medical needs or emergencies that require cell phone use are required to inform administration to ensure exceptions are handled appropriately while maintaining overall cellphone guideline consistency.

Responsible Use of Technology

It is the responsibility of all members of the Seven Oaks School Division community (further referred to as users) to ensure that access to computer technology provided by the school system is not abused. To achieve this all users will adhere to these guidelines:

1. All users will follow the school division's and school's polices, and administrative procedures, and guidelines.

2. All computer files are personal property; however, designated school staff may review files and communications to ensure that users are utilizing the system responsibly. Users should assume that files stored on school servers or school computers will not be private.

3. The use of technology resources is a privilege rather than a right and responsible use of these technologies is expected. Examples of responsible use of technology:

    - Being polite and respectful.
    - Using appropriate language.
    - Respecting others' time and privacy.
    - Adhering to classroom expectations.
    - Adhering to copyright laws.
    - Using the network in such a way as to not disrupt others' use of the network.
    - Conserving resources (paper, bandwidth, etc.).

4. Inappropriate use of these technologies may result in cancellation of privileges. The school will deem what constitutes inappropriate use. Inappropriate use of technology at school and outside of school on personal or division owned devices may be subject to disciplinary action. Examples of inappropriate uses of technology:

    - Sending, retrieving or displaying inappropriate pictures or information.
    - Using obscene, racist or sexist language.
    - Adding comments or supporting the posts of others that are obscene, racist or use sexist language.
    - Harassing, assaulting or attacking others.
    - Damaging computer systems and networks.
    - Making unauthorized repairs, additions, adding software or reconfiguring systems.
    - Downloading or using games, chat lines, etc. not related to curricula.
    - Accessing and distributing passwords and information of others.
    - Using computers for one's own commercial benefit.
    - Subscribing to or utilizing social media tools to harm others.
    - Using the accounts of others.

5. Information published as part of a school web site must be approved by the principal or his/her designate. For further guidelines regarding web page publication refer to Internet Wide Area Network Guidelines as established by Seven Oaks School Division.

Roles and Responsibilities

All members of the Seven Oaks School Division educational community will adhere to policy and model appropriate behaviour.

The School Division will:

- Within available means provide the technology resources to connect to the divisional wide area network and the training to support the teaching and learning required by current curricula.

- Make every effort to prevent access to inappropriate material on the Internet.

- Ensure that all members of the Seven Oaks School Division educational community are aware of the responsible use policy.

Schools and Staff will:

- Ensure that all users are aware of the Responsible Use of Technology Policy and are provided with a copy.

- Acquaint students with this policy and the consequences for unacceptable use.

- Teach and model proper techniques and standards for digital citizenship.

- Provide access to technology that will promote responsible use and encourage digital citizenship.

- Guide student access to appropriate sections of the Internet.

- Administer discipline for infractions in keeping with discipline procedures of the school.

Students will:

- Use technology responsibly within divisional guidelines and according to expectations established at the school.

- Accept responsibility for their own behaviour.

- Use technology and communications to become proficient digital citizens in order to:
  - Locate and retrieve up-to-date information on topics studied in the classroom.
  - Communicate rapidly with other users around the world.
  - Collaborate with others in different locations on topics of common interest.
  - Become competent global citizens with 21st century skill preparedness.

Parents/Guardians will:

- Be aware of the division's policy and expectations.

- Discuss with their children the use of and exposure to the Internet and other technology resources.

- Support the participation of their children in the use of technology and the school's goals in promoting responsible use of technology and the Internet.

DIGITAL CITIZENSHIP
K-12 Parents / 9 – 12 Students

The purpose of technology in Seven Oaks is to support learning. Technology and communication literacy is a fundamental 21st century skill set for today's students. The use of technology and communication resources has become an integral part of teaching and learning in all curricula.

To achieve this all students (and therefore staff) will:

- **Use** technology to structure inquiries; solve problems; and gather, synthesize, organize, compose, validate and communicate information.

- **Manage** technology by making creative, productive and efficient technology choices for the task at hand.

- **Understand** technology and reflect upon the ethics and impact of its use, synthesizing new insights and making well-considered decisions as technologies evolve.

It is the responsibility of all members of the Seven Oaks School Division community (further referred to as users) to ensure that access to computer technology provided by the school system is used responsibly. To achieve this all users will adhere to these guidelines:

1. Be able to responsibly participate in a digital society provided to them when they access division network resources.
2. Provide the self-protection required to buy and sell in a digital world.
3. Digitally communicate safely and appropriately through multiple methods.
4. Use digital technology collaboratively and demonstrate critical thinking in its use.
5. Consider others when using digital technologies.
6. Protect the rights of others and be able to defend their own digital rights.
6. Consider the risks (both physical and psychological) when using digital technologies.

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DIGITAL CITIZENSHIP
K-12 Parents / 9 – 12 Students, continued

7. Abide by the laws, rules and division policies that govern the use of digital technologies.
8. Be custodians of their own information while creating precautions to protect others' data as well.

ROLES AND RESPONSIBITIES

All members of the Seven Oaks School Division educational community will adhere to policy and model appropriate behaviour. ***Users should assume that files stored on school servers or school computers will <u>not</u> be private***.

The School Division will:

Within available means provide the technological resources to connect to the divisional wide area network and the training to support the teaching and learning required by current curricula.

Make every effort to prevent access to inappropriate material on the Internet.

Ensure that all members of the Seven Oaks School Division educational community are aware of the responsible use policy.

Schools will:

- Ensure that all users are aware of the responsible use policy and are provided with a copy.

- Provide access to technology that will promote responsible use and encourage digital citizenship.

- Administer discipline for infractions in keeping with discipline procedures of the school.

Teachers will:

- Ensure that students understand Seven Oaks School Division policies regarding the responsible use of technology and the consequences for misusing this privilege.

- Teach and model proper techniques and standards for participation.

- Guide student access to appropriate technology including Internet access when required.

DIGITAL CITIZENSHIP
K-12 Parents / 9 – 12 Students, continued

Students will:

- Use technology responsibly within divisional guidelines and according to expectations established at the school and accept responsibility for their own behaviour.

- Use technology and communications to become proficient digital citizens in order to:
  - Locate and retrieve up-to-date information on topics studied in the classroom.
  - Communicate rapidly with other users around the world.
  - Collaborate with others in different locations on topics of common interest.
  - Become competent global citizens with 21st century skill preparedness.

Parents/Guardians will:

- Be aware of the division's policy and expectations.

- Discuss with their children the use of and exposure to the Internet.

- Support the participation of their children in the use of technology and the school's goals in promoting responsible use of technology and the Internet.

The Responsible Use document has been developed and adopted by the Board of Trustees of Seven Oaks School Division. Parents, students and all staff must understand that the privilege of access to technology is designed to support and enhance teaching and learning.

In order to support its technology goals, Seven Oaks School Division has installed a division wide filter system, which will decrease the possibility of users accessing inappropriate material. However, everyone is aware that it is impossible to circumvent all access to such materials and that individuals need to make appropriate choices in all uses of technology. ***Users should assume that files stored on school servers or school computers will <u>not</u> be private***.

DIGITAL CITIZENSHIP
KINDERGARTEN TO GRADE 8

Students will:

1. Tell their teacher if technology is used to threaten or talk badly about someone else.

2. Use only their own log-in name and password and nobody else's. Keep their log-in name and password a secret.

3. Always ask for permission before they enter any website unless their teacher has already given them permission.

4. Tell their teacher if they notice any damage to the computer or device and be sure not to cause any damage.

5. Keep their files and the files of others safe and will not look at or delete other people's files.

6. Always give credit if they are using someone else's words or ideas.

7. Always ask their teacher's permission before opening an e-mail or an e-mail attachment from someone they do not know.

8. Think about how people might feel after reading their email message.

9. Keep their name, home address, school name and address and their phone number a secret if they meet strangers on the Internet.

10. Tell their teacher immediately if they are invited to meet someone face-to-face.

11. Tell their teacher immediately if they see anything on their computer that they are unhappy seeing or if they receive messages they do not like.

12. Know that their teacher may check their computer files and know that a record is kept of the Internet sites they visit.

13. Know that if they deliberately break any of these rules they can be stopped from using either the Internet or school devices.

14. Never try to download and install programs or games on the computer or device.

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